

MINUTES, REGULAR MEETING
CITY COUNCIL, CITY OF LA CRESCENT, MINNESOTA
JULY 25, 2016

Pursuant to due call and notice thereof, the second meeting of the City Council of the City of La Crescent for the month of July was called to order by Mayor Mike Poellinger at 5:30 PM in the La Crescent City Hall, La Crescent, Minnesota, on Monday, July 25, 2016, followed by the Pledge of Allegiance.

Upon a roll call taken and tallied by the City Administrator, the following members were present: Members Bernie Buehler, Ryan Hutchinson, Brian Krenz, Dale Williams and Mayor Mike Poellinger. Members absent: None. Also present was City Administrator Bill Waller and City Attorney Skip Wieser.

Mayor Poellinger asked if anyone wished to take action to change the agenda as presented. There were no changes requested.

ITEM 1 – CONSENT AGENDA

At this time, the Mayor read the following items to be considered as part of the Consent Agenda for this regular meeting:

- 1.1 MINUTES – JULY 11, 2016
- 1.2 BILLS PAYABLE THROUGH JULY 21, 2016
- 1.3 CASH BALANCE/ACTIVITY REPORT – MAY 2016
- 1.4 LIBRARY REPORT – MAY 2016

At the conclusion of the reading of the Consent Agenda, Mayor Poellinger asked if the Council wished to have any of the items removed from the Consent Agenda for further discussion. It was requested that the payment to Firefighters be addressed by a separate motion. Following discussion, Member Buehler made a motion, seconded by Member Hutchinson, as follows:

MOTION TO APPROVE THE CONSENT AGENDA AS PRESENTED EXCEPT PAYMENT TO FIREFIGHTERS.

Upon a roll call vote taken and tallied by the City Administrator, all Members present voted in favor thereof, viz;

Bernie Buehler	Yes
Ryan Hutchinson	Yes
Brian Krenz	Yes
Dale Williams	Yes
Mike Poellinger	Yes

and none voted against the same. The motion was declared duly carried.

Discussion was held regarding the payment to firefighters. Following discussion, Member Krenz made a motion, seconded by Member Williams, as follows:

MOTION TO APPROVE THE PAYMENT TO FIREFIGHTERS.

Upon a roll call vote taken and tallied by the City Administrator, the following Members present voted in favor thereof, viz;

Brian Krenz	Yes
Dale Williams	Yes

with Members Bernie Buehler, Ryan Hutchinson and Mike Poellinger abstaining. The motion was declared duly carried by a 2-0 vote.

ITEM 3.1 – CITY HALL BUILDING REVIEW

Dave Holstrom from Construction Express gave an extensive review to City Council regarding the current and future space needs for City Hall. He reviewed the current utilities and facilities. It was recommended to City Council to have the building appraised. Following discussion, Member Williams made a motion, seconded by Member Buehler, as follows:

MOTION TO AUTHORIZE THE CURRENT CITY HALL BUILDING BE APPRAISED AND TO COME BACK AT A FUTURE MEETING WITH APPRAISAL.

Upon a roll call vote taken and tallied by the City Administrator, all Members present voted in favor thereof, viz;

Bernie Buehler	Yes
Ryan Hutchinson	Yes
Brian Krenz	Yes
Dale Williams	Yes
Mike Poellinger	Yes

and none voted against the same. The motion was declared duly carried.

It was recommended by City Administrator Waller to have site plan options and alternatives reviewed at a future City Council meeting. Following discussion, Member Williams made a motion, seconded by Member Hutchinson, as follows:

MOTION TO HAVE STAFF COME BACK WITH SITE PLAN OPTIONS AND ALTERNATIVES AT A FUTURE CITY COUNCIL MEETING.

Upon a roll call vote taken and tallied by the City Administrator, all Members present voted in favor thereof, viz;

Bernie Buehler	Yes
Ryan Hutchinson	Yes
Brian Krenz	Yes
Dale Williams	Yes
Mike Poellinger	Yes

and none voted against the same. The motion was declared duly carried.

ITEM 3.2 – ANNEXATION PETITION – 75 CRESCENT AVENUE

City Attorney Wieser reviewed with City Council a Petition requesting annexation by property owners at 75 Crescent Avenue. Before the adoption of an Ordinance the City will need to hold a public hearing and provide 30 days written notice to La Crescent Township and contiguous property owners. It was recommended that the Petition be accepted and that a Public Hearing be scheduled for September 12, 2016 at 5:35 p.m. Following discussion, Member Krenz made a motion, seconded by Member Hutchinson, as follows:

MOTION TO ACCEPT THE PETITION FOR ANNEXATION FROM THE PROPERTY OWNERS AT 75 CRESCENT AVENUE AND CALL FOR A PUBLIC HEARING ON SEPTEMBER 12, 2016 AT 5:35 PM AT CITY HALL.

Upon a roll call vote taken and tallied by the City Administrator, all Members present voted in favor thereof, viz;

Bernie Buehler	Yes
Ryan Hutchinson	Yes
Brian Krenz	Yes
Dale Williams	Yes
Mike Poellinger	Yes

and none voted against the same. The motion was declared duly carried.

ITEM 3.3 – ANNEXATION ORDINANCE – TOWNSHIP PARK

City Attorney Wieser reviewed with City Council a request from La Crescent Township that the City take over the park located generally at the intersection of Crescent Avenue and Valley Lane. The Township is in the process of executing a deed conveying title to the City. It was recommended to City Council to adopt the proposed Ordinance annexing this property to City and approving publication of same. Following discussion, Member Buehler introduced the following Ordinance, and moved its passage and adoption:

ORDINANCE NO. 504

AN ORDINANCE OF THE CITY OF LA CRESCENT, MINNESOTA ANNEXING LAND LOCATED IN LA CRESCENT TOWNSHIP, HOUSTON COUNTY, MINNESOTA PURSUANT TO MINNESOTA STATUTES § 414.033 SUBDIVISION 2(1), PERMITTING ANNEXATION BY ORDINANCE

WHEREAS, said property is unincorporated and is owned by the municipality, City of La Crescent;

WHEREAS, said property is urban or suburban in nature; and

WHEREAS, provisions of Minnesota Statutes § 414.033 Subd. 13 are not applicable in that there will be no change in the electric utility service provider resulting from the annexation of the territory to the municipality.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LA CRESCENT HEREBY ORDAINS AS FOLLOWS:

1. The City Council hereby determines that the property as hereinafter is owned by the municipality, City of La Crescent, and is urban or suburban in nature.

2. None of the property is now included within the limits of any city, or in any area that has already been designated for orderly annexation pursuant to Minnesota Statute § 414.0325.

3. The corporate limits of the City of La Crescent, Minnesota, are hereby extended to include the following described property, said land being owned by the municipality, City of La Crescent. The land to be annexed is described as follows:

THE WEST HALF OF LOT TWENTY-FIVE (25), BLOCK ONE (1), CRESCENT VALLEY SUBDIVISION IN THE TOWNSHIP OF LA CRESCENT, ACCORDING TO THE PLAT THEREOF ON FILE AND OF RECORD IN THE OFFICE OF THE COUNTY RECORDER IN AND FOR HOUSTON COUNTY.

The property described above consists of a total of 0.53 acres, more or less. Copies of the corporate boundary map showing the property to be annexed and its relationship to the corporate boundaries and all appropriate plat maps are attached hereto as Exhibit B.

4. There are no property taxes on the area legally described so no cash payment will be owing to La Crescent Township from the City of La Crescent as required in Minnesota Statutes § 414.036.

5. That pursuant to Minnesota Statutes § 414.036 with respect to any special assessments assigned by the Town to the annexed property and any portion of debt incurred by the Town prior to the annexation and attributable to the property to be annexed, but for which no special assessments are outstanding, for the area legally described there are no special assessments or debt incurred by the Town on the subject are for which reimbursement is required.

6. That the City Administrator of the City of La Crescent is hereby authorized and directed to file a copy of this Ordinance with the Municipal Boundary Adjustment Unit of the Office of Administrative Hearings, the Minnesota Secretary of State, the Houston County Auditor, and the La Crescent Township Clerk.

7. That this Ordinance shall be in full force and effect and final upon the date this Ordinance is approved by the Office of Administrative Hearings.

PASSED AND ADOPTED by the City Council of the City of La Crescent, Minnesota, this 25th day of July, 2016.

Mayor

ATTEST:

City Administrator

The foregoing motion was duly seconded by Member Krenz and upon a roll call vote taken and tallied by the City Administrator, all Members present voted in favor thereof, viz;

Bernie Buehler	Yes
Ryan Hutchinson	Yes
Brian Krenz	Yes
Dale Williams	Yes
Mike Poellinger	Yes

and none voted against the same. The ordinance was declared duly passed and adopted.

City Attorney Wieser then reviewed with Council the Summary Ordinance for publication. The Council made the following findings of facts: that publication of the summary informs the public of the intent and effect of the Ordinance.

Member Buehler then made a motion, seconded by Member Krenz as follows:

MOTION THAT A PRÉCIS FORMAT OF SAID ORDINANCE NO. 504 BE PUBLISHED IN THE OFFICIAL NEWSPAPER OF THE CITY AND WITH “OFFICIAL COPY” SO MARKED BE KEPT ON FILE IN THE OFFICE OF THE CITY ADMINISTRATOR

Upon a roll call vote taken and tallied by the City Administrator, all Members present voted in favor thereof, viz;

Bernie Buehler	Yes
Ryan Hutchinson	Yes
Brian Krenz	Yes
Dale Williams	Yes
Mike Poellinger	Yes

and none voted against the same. The motion was declared duly carried.

ITEM 3.4 – ANNEXATION UPDATE

City Attorney Wieser reviewed with City Council the four (4) pending annexations between the City of La Crescent and La Crescent Township which include the following: Crescent Valley Park; Race Track Property/Kinder Road/County Hwy 6/Hickory Lane; 75 Crescent Avenue; and 102 Kinder Road. This was for informational purposes and no action was taken.

ITEM 3.5 – AGENDA REQUEST – RESTRICT PARKING

City Council reviewed an agenda request from Laurie Simmonds', owner of Brickmakers Bed & Breakfast, regarding restricting parking on the north side of N 1st Street. Vehicles will be parked in front of her business for days creating a parking access issue for guests. Following review of the parking in this area, it was recommended by La Crescent Police Chief Stavenau to post 2 hour parking between the hours of 8 a.m. to 8 p.m. for the frontage of this property. It was recommended to City Council to authorize the City Attorney to draft a resolution and present it at the next City Council meeting. Following discussion, Member Williams made a motion, seconded by Member Buehler, as follows:

MOTION TO AUTHORIZE THE CITY ATTORNEY TO DRAFT A RESOLUTION RESTRICTING THE PARKING ON THE NORTH SIDE OF N 1ST STREET IN THE CITY OF LA CRESCENT TO 2 HOURS FROM 8:00 AM TO 8:00 PM FOR THE FRONTAGE OF THE PROPERTY AT 234 N 1ST STREET.

Upon a roll call vote taken and tallied by the City Administrator, all Members present voted in favor thereof, viz;

Bernie Buehler	Yes
Ryan Hutchinson	Yes
Brian Krenz	Yes
Dale Williams	Yes
Mike Poellinger	Yes

and none voted against the same. The motion was declared duly carried.

ITEM 3.6 – NEIGHBORS NIGHT OUT

La Crescent Police Chief Stavenau gave an overview and presented the flyer of the 10th Annual Neighbor's Night Out Event to City Council and invited them to attend the event on August 2, 2016 from 5-8 PM. No action taken.

ITEM 3.7 – PERSONNEL COMMITTEE RECOMMENDATION

City Council reviewed the following recommendations from the Personnel Committee for consideration:

1. Effective September 1, 2016, move Bill Waller from Step 6 to Step 7 in the salary schedule; move Debbie Shimshak from Step 5 to Step 7 in the salary schedule; and move Doug Stavenau from Step 5 to Step 7 in the salary schedule. This recommendation is based on the years of service, performance, hours worked and comparative wages.
2. Authorize that the process to hire firefighters be initiated, with a formal hiring recommendation to be presented to the City Council later in the year.

Following discussion, Member Buehler made a motion, seconded by Member Williams, as follows:

MOTION TO APPROVE THE FOLLOWING DEPARTMENT HEAD STEP INCREASES EFFECTIVE SEPTEMBER 1, 2016: BILL WALLER FROM STEP 6 TO STEP 7 IN THE SALARY SCHEDULE; DEBBIE SHIMSHAK FROM STEP 5 TO STEP 7 IN THE SALARY SCHEDULE; AND DOUG STAVENAU FROM STEP 5 TO STEP 7 IN THE SALARY SCHEDULE.

Upon a roll call vote taken and tallied by the City Administrator, all Members present voted in favor thereof, viz;

Bernie Buehler	Yes
Ryan Hutchinson	Yes
Brian Krenz	Yes
Dale Williams	Yes
Mike Poellinger	Yes

and none voted against the same. The motion was declared duly carried.

Following further discussion, Member Buehler made a motion, seconded by Member Krenz, as follows:

MOTION TO AUTHORIZE THAT THE PROCESS TO HIRE FIREFIGHTERS BE INITIATED, WITH A FORMAL HIRING RECOMMENDATION TO BE PRESENTED TO THE CITY COUNCIL LATER IN THE YEAR.

Upon a roll call vote taken and tallied by the City Administrator, all Members present voted in favor thereof, viz;

Bernie Buehler	Yes
Ryan Hutchinson	Yes
Brian Krenz	Yes
Dale Williams	Yes
Mike Poellinger	Yes

and none voted against the same. The motion was declared duly carried.

ITEM 3.8 – VALLEY LANE WATER MAIN

City Administrator Waller reviewed with City Council a memo from the City Engineer and a change order regarding the addition of a water main on Valley Lane to the Crescent Valley improvement project. There are funds in the project budget for this expenditure. The work has been reviewed with Zenke Inc. and the prices in the change order are the same as Zenke bid in 2015. It was recommended to City Council to approve the change order with Zenke Inc. in the amount of \$58,554.00. Following discussion, Member Krenz made a motion, seconded by Member Hutchinson, as follows:

MOTION TO APPROVE A CHANGE ORDER WITH ZENKE INC. IN THE AMOUNT OF \$58,554.00 FOR THE ADDITION OF A WATER MAIN ON VALLEY LANE TO THE CRESCENT VALLEY IMPROVEMENT PROJECT.

Upon a roll call vote taken and tallied by the City Administrator, all Members present voted in favor thereof, viz;

Bernie Buehler	Yes
Ryan Hutchinson	Yes
Brian Krenz	Yes
Dale Williams	Yes
Mike Poellinger	Yes

and none voted against the same. The motion was declared duly carried.

ITEM 3.8 – OAK STREET WATER MAIN

City Council reviewed a memo from the City Engineer regarding a request from two landowners along South Oak Street to remove the water main that is currently located under their buildings. After review of the site conditions, it was recommended the City relocate this water main. It is estimated the project to cost \$35,000.00. It was recommended to City Council to authorize soliciting quotes from contractors to relocate the water main

and restore surface conditions. This project would be a stand-a-lone project and not associated with the Oak Street work. Following discussion, Member Buehler made a motion, seconded by Member Hutchinson, as follows:

MOTION TO AUTHORIZE GETTING BIDS FROM CONTRACTORS TO RELOCATE THE WATER MAIN ALONG SOUTH OAK STREET AND RESTORE SURFACE CONDITIONS AND TO PRESENT THESE BIDS AT THE AUGUST 22, 2016 CITY COUNCIL MEETING.

Upon a roll call vote taken and tallied by the City Administrator, all Members present voted in favor thereof, viz;

Bernie Buehler	Yes
Ryan Hutchinson	Yes
Brian Krenz	Yes
Dale Williams	Yes
Mike Poellinger	Yes

and none voted against the same. The motion was declared duly carried.

ITEM 3.10 – LIQUOR LICENSE APPLICATION

City Administrator Waller gave an overview to City Council regarding a liquor license application from the 3 River Throwdown X, Ironworks Training Center, for an event to be held on September 10, 2016 at the Community Ice Arena. The application appears to be in order and it was recommended to City Council to approve the issuance of this license. Following discussion, Member Williams made a motion, seconded by Member Krenz, as follows:

MOTION TO AUTHORIZE THE ISSUANCE OF A LIQUOR LICENSE TO 3 RIVER THROWDOWN X, IRONWORKS TRAINING CENTER, FOR AN EVENT TO BE HELD ON SEPTEMBER 10, 2016 AT THE COMMUNITY ICE ARENA.

Upon a roll call vote taken and tallied by the City Administrator, all Members present voted in favor thereof, viz;

Bernie Buehler	Yes
Ryan Hutchinson	Yes
Brian Krenz	Yes
Dale Williams	Yes
Mike Poellinger	Yes

and none voted against the same. The motion was declared duly carried.

ITEM 6.1 – STAFF CORRESPONDENCES/COMMITTEE UPDATES – FIRE COOPERATIVE MEETING MINUTES – JULY 15, 2016

City Council reviewed the minutes from the July 15, 2016 La Crescent Community Fire Cooperative Board Meeting. No action taken.

ITEM 8 – CHAMBER OF COMMERCE/ROTARY

The La Crescent Rotary gave an update on the upcoming 4th Annual Bike Tour on August 13 with Greg LeMond. The La Crescent Chamber of Commerce did not have an update.

There being no further business to come before the Council at this time, Member Buehler made a motion, seconded by Member Hutchinson, to adjourn the meeting. Upon a roll call vote taken and tallied by the City Administrator, all Members voted in favor thereof, viz;

Bernie Buehler	Yes
Ryan Hutchinson	Yes
Brian Krenz	Yes
Dale Williams	Yes
Mike Poellinger	Yes

and none voted against the same. The motion was declared duly carried and the meeting duly adjourned at 6:15 PM.

APPROVAL DATE: _____

SIGNED:

Mayor

ATTEST:

City Administrator